

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

**RE: Credit Memo - Replacement Guarantee**

Dear [Client Contact Name],

This letter serves as official notification that a credit has been applied to your account in accordance with our Replacement Guarantee agreement.

**Credit Details:**

- **Credit Memo Number:** [Number]
- **Original Invoice Number:** [Number]
- **Original Placement/Product:** [Description]
- **Credit Amount:** [Currency Amount]
- **Reason:** Replacement Guarantee fulfillment for [Reason for Replacement]

The total credit amount listed above has been posted to your account. This balance can be applied toward future invoices or pending balances as per our standard billing terms.

We value your partnership and remain committed to ensuring the highest quality of service. If you have any questions regarding this credit, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]